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ATTACHMENT C

TMS Procedure for the Review of Instructional Methods and Aids of Current Lesson Plans

1. The present training program must be reviewed with respect to the improvement of specific lessons through the use of more appropriate proven instructional techniques and aids. General principles are:

- a. The Training Methods Staff is primarily concerned with presentation techniques and not with analyzing the subject content.
- b. The instructor should be impressed that an evaluation of his lesson plan is intended to assist and thereby improve his teaching methods.
- c. Learning is a dynamic process and instructor knowledge of subject matter is only one half of the instruction job.

2. Specifically the Training Methods Staff can meet with the instructors and:

- a. Review courses of study as to the overall instructional presentation problems
- b. Review lesson plans as to specific presentation problems
- c. Assist instructor to plan methods of presentation
- d. Assist the instructor to plan training aids
- e. Make available to instructors literature pertaining to learning principles, educational psychology, use of training aids, etc.

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